

Approved by: _____ (Counselor Signature)

Teacher Recommendation Request Form Worksheet

2009 - 2010

Dear _____,

I am requesting a letter of recommendation for the universities to which I am applying:

Colleges Applying:

_____	_____
_____	-----
_____	_____

I am/was a student in your _____ class during my junior/senior year.

In your class, I was successful because _____

A specific project, assignment, test, presentation or discussion that I feel adequately demonstrated my ability or potential in this course was _____

because _____

I believe that I have added to our class by _____

I have met with these obstacles and/or challenges in the past which I have worked to overcome:

In university/college I intend to study

I am applying to a particular school or program because: _____

I was inspired to pursue this area because _____

In general, I see my strengths as _____

My area (s) of needed growth are _____

Additional information I feel will help you understand my academic ability, potential or special circumstances _____

Thank you!

Sincerely,

(Student Signature)

(Student Printed Name)

Date Given to Teacher: _____

Teachers: Letters of recommendation are to be submitted via Naviance using the Common Application format. Please be sure to put your letter of recommendation on an attached PDF file not in the body of the form.